PeopleSoft
Adding a Concurrent Job between the
University System and State of ND
HR/Payroll/Benefits

September 15, 2006

This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations.

Add Employment Instance (formerly Add Concurrent Job) is used when the employee you are hiring is already employed by another agency or the university system and will be active in two or more positions on the Peoplesoft payroll system. (When you entered the employee's information on the NDHire screen you found an active empl id within the HR system.)

This Checklist should be used when your new employee is already employed by the University System and will be active in two or more positions on Peoplesoft.
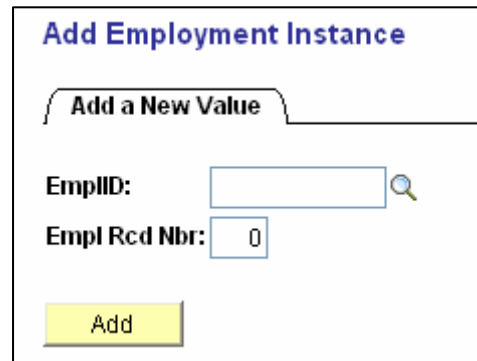
HR/Payroll Checklist for hiring an employee that is employed with the University System

Once you have verified that the employee is active in another position with the University System on Peoplesoft you will need to add an employment instance.
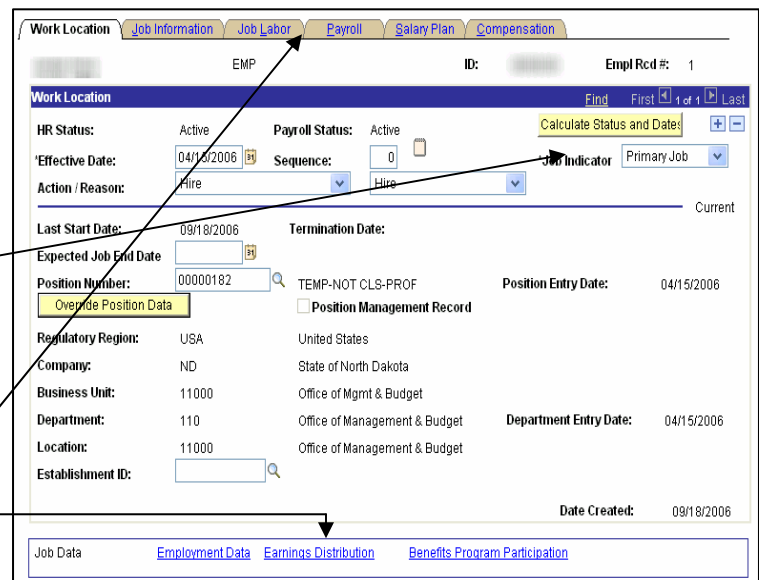
Add Employment Instance:

HR: (Navigation: Workforce Administration> Job Information> Add Employment Instance)

- Enter the employee's EmplID

- Empl Rcd Nbr
  (The system will assign this
  when you tab out of the EmplID)

- Click on the Add Button

Add Employment Instance (work location tab):

- Change the effective date to
  the hire date
- Effective sequence of 0
- Action of Hire
- Reason of HIR
  Job Indicator should be
  Primary Job

- Verify the information on
  - Work Location
  - Job Information
  - Payroll
  - Salary Plan
  - Compensation
  - Earnings Distribution

Make any necessary changes.

All employees need to have a Primary Job for each Company on Peoplesoft.
An employee will have a primary job with the University System and a primary
job with the State of North Dakota.

The paygroup for this employee will be either PG1 for a salaried employee or
PG2 for an hourly employee.

The Benefit Record Number on the Benefit Program Participation page will
default to match the Empl Rcd number and should be left as that.

After you have saved this data click on the Employment Data Page.

The Company Seniority Date:
This will default to the hire date
of this position.

The Benefits Service Date:
This will default to the hire date
and you should change it to the first
of the month of the hire.
You may do this by clicking the over
ride box, changing the date, and
clicking on save.

Employment Information				
	EMP		ID:	Empl Rcd #: 1

Organizational Instance

Organizational Instance Rcd:	1	Original Start Date:	04/15/2006	☐ Override
Last Start Date:	04/15/2006	First Start Date:	04/15/2006	
Termination Date:			Years Months Days	
Org Instance Service Date:	04/15/2006	☐ Override ↻	0 0 0	

Organizational Assignment Data

Instance Record

Last Assignment Start Date:	04/15/2006	First Assignment Start:	04/15/2006	
Assignment End Date:				
Home/Host Classification:	Home	Years Months Days		
Company Seniority Date:	04/15/2006	☐ Override ↻	0 0 0	
Benefits Service Date:	04/01/2006 🗓	☑ Override ↻	0 0 0	
Seniority Pay Calc Date:	04/15/2006	☐ Override ↻	0 0 0	
Probation Date:	🗓			
Professional Experience Date:	🗓	Last Verification Date:	🗓	
Business Title:	TEMP-NOT CLS-PROF	Position Phone:		

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Job Data   Employment Data   Earnings Distribution   Benefits Program Participation

The other HR pages that should be completed for this employee are the Workers'
Compensation page (Navigation: Workforce Administration > Job Information >
Workers' Compensation) and the Designated Medical Provider (Navigation:
Workforce Administration> Personal Information> Personal Relationships>
Designated Medical Provider).

The rest of the HR pages (Personal Data, Emergency Contact, and Driver's
License Data) should not be changed since this information should be
maintained by the campus that employs Empl Rcd 0. The Payroll page for Direct
Deposit should not be changed either since the campus that employs Empl Rcd
0 also maintains this record. **It is very important to inform the employee that
his direct deposit information must remain the same for both positions.**

The other Payroll pages (Employee Tax Distribution, Employee Tax Data, and
General Deduction Data (Navigation: Payroll for North America> Employee Pay
Data USA> Tax Information or Deductions) should be completed for this Empl
Rcd since these screens are company specific and the employee will have a set
of these records for each company. Benefits and deductions are taken on the
primary job of each company for whichever benefits and deductions the
employee is eligible for.

Commitment Accounting: (Navigation: Set Up HRMS > Product Related > Commitment Accounting > Budget Information)

Department Budget Table - *All employees must have a department budget table. If the hire is a permanent employee filling a previously existing position, the table may already be set up, but ensure the established combination code is correct for that employee.*

Benefits: Once you have entered and saved the Concurrent Job in Job Data, a benefit event is created. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

Prepare Benefit Options: (Benefits>Manage Automated Enrollment>Run Automated Event Processing)

Enter Benefit Elections: (Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry)
- Enter dependent information for medical, dental and vision plans
- Enter employee benefit elections (see list below) from enrollment forms

Finalize/Close Event: (Benefits>Manage Automated Enrollment>Run Automated Event Processing)

Benefit Elections Entered Through Automated Enrollment

(This list includes all PERS sponsored benefits, with the exception of UNUM Long-term Care Insurance, which is entered as a general deduction)

Health Benefits
- Medical
- Dental
- Vision
- Employee Assistance Program

Life and AD/D Benefits
- Basic Life
- Supplemental Life (supplemental and supplemental flex)
- Dependent Life
- Spouse Supplemental Life

Savings Plans (457 Deferred Comp Plan)
- Plan 1
- Plan 2
- Plan 3

Leave Plans
- Sick
- Vacation
- Comp Time

FSA Benefits (Flexcomp Program)
- Flex Spending Health
- Flex Spending Dependent Care

Retirement Plans
- PERS
- Defined Benefit
- Defined Contribution